

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CLERK II -  
Human Resources Field Office

SALARY GROUP: A07

DEPARTMENT: Human Resources Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Lisa Sullivan DATE: 01/12/2016

POSITION #: 004189

**I. JOB SUMMARY**

Performs routine human resources clerical work. Work involves compiling and tabulating data; checking documents for accuracy; transporting documents; and maintaining files. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Provides information and appropriate forms to applicants and employees; assists employees with completion of forms; reviews completed forms and forwards to appropriate department for action; and provides instructions to applicants and employees on procedures to follow in completing and processing requested actions.
  - B. Assists in preparing human resources correspondence, records, and other related forms; compiles, sorts, and distributes information, documentation, and files; opens, date stamps, and distributes mail; performs data entry, retrieval, and word processing tasks; and maintains files and records.
  - C. Completes notification to applicants and employees regarding required actions, form completion, and appointments; and provides notification related to selection activities.
  - D. Serves as receptionist; and answers telephone, takes messages, and provides referrals to appropriate person.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Clerical, secretarial, administrative support, or technical program support experience preferred.
- 3. Computer operations experience preferred.

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**B. Knowledge and Skills**

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, grammar, and arithmetic.
3. Knowledge of human resources policies and procedures preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to prepare and maintain accurate records, files, and reports.
8. Skill to type 45 words per minute (with no more than 10 errors) preferred.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment preferred.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.